

Agency HR Advisors

Human Resource Advisor: Primary HR contact for a specific agency. Responsible for implementing PMP within agency. An HR Advisor may also assume the role(s) of PMP Employee, PMP Supervisor, or PMP Reviewer.

Online PMP Menu Options

The menu options presented to you after logging in depend on the access privileges you have been assigned in the system based on your PMP role(s).

HR Advisors have expanded access to Online PMP to assist them in administering the program within their agencies.

- HR Advisors have the ability to view Performance Plans and Performance Evaluations for all employees within the agency.
- HR Advisors DO NOT have the ability to approve or revise Performance Plans and Evaluations for employees that are not their own subordinates.

All HR Advisors can see the “**SUBORDINATES**” menu, which contains the following functions:

- **Add/Remove Subordinates** – If the HR Advisor is also a PMP Supervisor, this option allows him/her to select the roster of subordinates, and release subordinates that no longer report to them. If the HR Advisor is NOT a PMP Supervisor, this function will not be used.
- **Select/Release Reviewer** – If the HR Advisor is also a PMP Supervisor, this function enables the HR Advisor to select or release the appropriate organizational Reviewer. The Reviewer must be at a higher level in the organization than the Supervisor. The Reviewer is commonly referred to as the employee’s “2nd level Supervisor.” There is not a Reviewer for employees that report directly to an Agency Director. If the HR Advisor is NOT a PMP Supervisor, this function will not be used.
- **Performance Plan** – The HR Advisor clicks here to view the Performance Plans of all PMP employees within the agency. If the HR Advisor is also a PMP Supervisor, he/she clicks here to create Performance Plans for his/her subordinates.



- **Performance Evaluation Form** – The HR Advisor clicks here to view the Performance Evaluations of all PMP employees within the agency. If the HR Advisor is also a PMP Supervisor, he/she clicks here to create Performance Evaluations for his/her subordinates.
- **Submission Status** – The HR Advisor clicks here to view submission of Performance Plans and Performance Evaluations for the CURRENT fiscal year, FY 2003.
 - If you are creating an FY 2002 Performance Evaluation for your subordinate, *it will not show up in the FY 2003 Submission Status chart.*
- **2nd Level Review/Approval** – This function allows a PMP Reviewer to access and approve the Performance Evaluations that have been approved by a PMP Supervisor. If the HR Advisor is also a PMP Reviewer, he/she clicks here to access Performance Evaluations waiting to be reviewed and approved.

HR Advisors also have access to the **REPORTS** menu. There are several agency-specific reports the HR Advisor can access to monitor agency compliance, rating trends, etc. (See Appendix A for a list of reports and brief description of their function.)

All Online PMP users have access to the “**HELP**” menu.

If the HR Advisor is also a PMP employee, you will also have access to all of the “**PERSONAL DRAFTS**” menu options listed under “**PMP Employee**” section of the manual (see page 17) which allows the HR Advisor to complete Draft Performance Plans and Self-Evaluations.

System Administration

HR Advisors are the primary point of contact for agency employees that need access to the Online PMP system.

Requests to HR Advisors from Agency PMP Employees

- **New Online PMP users** will contact their agency HR Advisor to obtain access to the Gateway and Online PMP. To set up the access for new users, please follow the “**Setting Up New Employees**” instructions below.
- Online PMP users that accessed the site last fiscal year but now forget their passwords may contact their agency HR Advisor to obtain user name information. DCOP’s Security Administrators have already provided a list of user names to each HR Advisor.

Password Security

- HR Advisors do not have access to individual user's password information. Passwords are private and users should not share passwords with other users.
- DCOP Performance Management Unit does NOT have access to individual users passwords.
- If you share your password with another user, YOU are responsible for all transactions that are completed under your name and password.

Setting up New Employees in the Online PMP system

To request access to the Gateway and Online PMP for **new** users, HR Advisors should send an e-mail request to the DCOP Security Administrators at HRGateway_Admin@dc.gov (please note the 'underscore' between the words "HRGateway" and "Admin" in the address) The email:

- **MUST** contain the **new** user's name, social security number, agency code and e-mail address.
- **MUST** indicate the level of access the employee is required to have in the Performance Management Program (e.g., PMP Employee, Supervisor, Reviewer, etc.)
- **MUST** indicate the applications the employee should be able to access (Online PMP, TransTrak, etc.)

After receiving a request from an HR Advisor, the DCOP Security Administrators will ensure that the employee has a user name and a temporary password. The employee should then login to the Gateway with the temporary password, and change it to a personal password setting of their choice.

If a user successfully logged in once, but the system will not allow the user to re-enter the system the next time you try to log in, the user may have disabled Internet "cookies." Please see your agency IT specialist to discuss.

Please Remember:

- Requests for Gateway access should NOT be sent by individual employees; all requests must come through HR Advisors or their approved designee.
- DCOP's Performance Management Unit does NOT have access to individual's passwords.
- HR Advisors will have a list of user names, but will not have access to employees' passwords.



Releasing Subordinates for Departed Supervisors

If a PMP Supervisor has separated from District government and did not release his/her subordinates in Online PMP before departing, please contact the DCOP Security Administrators at HRGateway_Admin@dc.gov (please note the underscore between “HRGateway” and “Admin”) Be sure to include the name of the departed PMP Supervisor and all of his/her subordinates.

In the future, please make sure that all departing PMP Supervisors release their subordinates before departing District government.

Agency Participation

The HR Advisors are responsible for implementing PMP within their agencies and monitoring compliance. Agency compliance with PMP is included as a goal on every Agency Director’s Performance Contract with the Mayor, and each Agency Director will receive a numeric rating based on his/her agency’s timely compliance with the PMP. The following scales established by the City Administrator will be used to evaluate each agency’s PMP compliance:

I. FY 2002 Performance Evaluations	
<ul style="list-style-type: none">PMP employee has an FY 2002 Performance Plan in place by 6/30/02“Submission percentage” is calculated as: $\frac{\text{\# of FY 02 Performance Evaluations submitted}}{\text{\# of FY 02 Performance Plans submitted by June 30, 2002}}$	
Director’s Rating	Deadlines
5	<input type="checkbox"/> 100% submission by 11/07/02
4	<input type="checkbox"/> 90% submission by 11/07/02 <input type="checkbox"/> 100% by 11/14/02
3	<input type="checkbox"/> 85% submission by 11/07/02 <input type="checkbox"/> 100% by 11/14/02
2	<input type="checkbox"/> 80% submission by 11/07/02 <input type="checkbox"/> 100% by 11/21/02
1	<input type="checkbox"/> 75% by 11/07/02 <input type="checkbox"/> 100% by 11/27/02

II. FY 2003 Performance Plans	
<ul style="list-style-type: none"> Employee was in a PMP eligible position by 10/31/02 “Submission percentage” is calculated as: $\frac{\text{\# of FY 03 Performance Plans submitted}}{\text{\# of PMP-eligible employees}}$ 	
Rating	Deadlines
5	<input type="checkbox"/> 100% submission by 11/27/02
4	<input type="checkbox"/> 90% submission by 11/27/02 <input type="checkbox"/> 100% by 12/05/02
3	<input type="checkbox"/> 85% submission by 11/27/02 <input type="checkbox"/> 100% by 12/05/02
2	<input type="checkbox"/> 80% submission by 11/27/02 <input type="checkbox"/> 100% by 12/12/02
1	<input type="checkbox"/> 75% by 11/27/02 <input type="checkbox"/> 100% by 12/19/02

Monitoring Reports

There are several reports designed to help the HR Advisor monitor agency compliance. The reports are created in “Crystal Reports,” a reporting software tool. The Online PMP system will prompt you to load this software if it is not already loaded on your PC.

There are a limited number of Crystal Reports licenses available in the District. If all licenses are currently being used, a prompt will appear that states “There are not enough Concurrent Access Licenses to log you on.” Please try to log on to the reports at another time (“off peak” hours of early morning and evening are best!)

Please close out of Crystal Reports as soon as you are done viewing and/or printing a report. This will free up the license for the next user!

HR Advisors are strongly encouraged to print out their agency’s detail submission reports on each of the “due dates” listed in the charts above. For example, please print out Performance Evaluation detailed reports on November 7, November 14, November 21 and November 27. This will help verify submission summary reports.

To use Reports



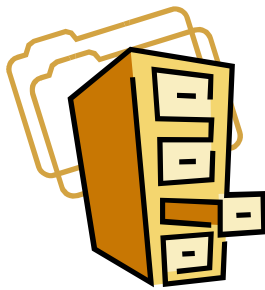
1. Click on **“REPORTS”** on your menu bar.
2. Select **“Report Type”** and **“Fiscal Year.”**
3. Click **“View Report”** to access the report.

See Appendix A for a list of reports and a brief description of their function.

Monitoring Quality

Performance Plans and Evaluations should be conducted thoughtfully and thoroughly. Performance Plans and/or Evaluations that are submitted with “dummy data” and/or meaningless goals and narrative comments will not be accepted as official documents, and will not count towards the agencies’ overall submission summary. It is the role of the HR Advisor to insure a high level of quality for all Performance Plans and Evaluations submitted for their agencies.

Evaluations for Official Personnel Folders



HR Advisors should collect the signed hard copies of their agencies’ Performance Evaluations and submit to DCOP for filing within the employees’ Official Personnel Folders.

Each agency HR Advisor should forward all signed hard copies of Performance Evaluations to the DCOP’s Performance Management Unit by December 7, 2002.

